

INSTRUCTIONS FOR APPLICATION COMPLETION:

Mobile Retail Food Establishments

February 2012

If you *serve* food to the public, you are required by state law to have an approval from the local health department **prior** to operating. It does not matter if the food is sold or given away, you **must** have an approval.

A **Mobile food establishment** is any movable restaurant, truck, van, trailer, cart, bicycle, watercraft, or other movable unit including hand carried, portable containers in or on which food or beverage is transported, stored, or prepared for retail sale or given away at temporary locations. A *temporary* food establishment operates for no more than 14 consecutive days in conjunction with a single event or celebration. A *seasonal* food establishment operates during specific months of the year, usually weather related, as designated by the operator on the application. An *annual* food establishment operates on a routine schedule year round. Fees for food application and inspection are dependent upon what county your business is located. Contact your local health department for more information.

PAGE 1-2, PART 1: TO BE COMPLETED BY FOOD VENDOR

Mobile Unit Business Information

Trading Name: Write the trade name that identifies the mobile facility.

NJ Sales Tax ID# A 9 digit number (xxx-xxx-xxx) from the NJ Dept of Taxation. Anyone who makes retail sales in this State is doing business in NJ and must comply with the State's tax laws. NJ law requires all vendors, even seasonal businesses and "one-time" vendors, to register with the State for tax purposes at least 15 business days before starting business and to collect NJ sales tax on all sales of taxable tangible personal property or services. There are no special provisions for temporary vendors. Once registered, you must file all required returns until you properly end your tax registration with NJ. To obtain a NJ Sales Tax ID#, you can register online or file a paper application. File Form NJ-REG (Business Registration Application) to register with the State to collect/remit NJ taxes such as sales tax or employee withholdings *and* to obtain a NJ Tax ID #. For additional information on registering your business contact the NJ Dept of Taxation at 609-292-6400, email nj.taxation@treas.state.nj.us or visit www.state.nj.us/treasury/revenue/gettingregistered.shtml Also see publications available at: <http://www.state.nj.us/treasury/taxation/publsut.shtml>

State and License Plate #/VIN#/Drivers License/Vehicle Registration: Provide vehicle information for food units that require compliance with NJ Division of Motor Vehicle (NJDMV). Write the license plate # and the name of the State issuing the license plate; the Vehicle Identification Number (VIN) that is inscribed on the vehicle and also located on the vehicle registration card; a copy of the Vehicle Registration and Drivers License of ALL operators of the mobile unit.

Owner/Corporation Information: Provide *Name, Street location, Mailing Address, Home/Cell/Fax Numbers, Email* for the responsible individual of the mobile retail food business.

Vending Locations/Temporary Event Information: Provide *Name & Date of Events, Times & Days Operating at Event, Event Contact Person Name & Phone #*. List ALL physical vending location(s) where you intend to serve food. You must ensure that the application is as complete as possible. The more information you supply on the application, the better. However, if you want to add a location, event or make any other changes to your initial application, contact the local health department in the area of the vending location to obtain and complete an amendment form for the changes or added information. Any changes in your operation must be reported to the health department immediately. Also remember that each *municipality* within each county has separate and unique requirements; vending permits may also be required from the municipality.

Description of Mobile Food Unit: Provide this basic information about the general type of mobile facility you have such as a vehicle, cart, tabletop stand, etc and what months of the year, days and hours that you plan to operate.

Description of Equipment: Using the chart, check ALL the equipment that you have as part of your mobile unit for *sanitation, cold holding, cooking, hot holding, personal hygiene, power source and other*. You may write in items that are utilized but not listed in these sections. Ensure that you have all the necessary equipment to properly clean hands and surfaces often, prohibit staff from touching foods that don't require additional cooking (Ready-to-Eat food) with their bare hands, cook potentially hazardous food to proper temperature (PHF is food that requires temperature control because it can grow bacteria, toxin and other microorganisms (germs) that cause illness), maintain foods at refrigerated

temperatures of 41F or below or keep foods hot at 135F or above and separate raw meats and eggs from while being stored so you don't cross contamination.

Description of Food Operation: Check all boxes that apply to your operation and include a copy of your menu and any food training documents or certifications. A printed menu is preferred. We require a list of ALL food items planned to be served at your facility to include an English translation when necessary; please notify the local health department if you need help with translations. If you are classified as a Risk Type 3 food facility, one that prepares and serves PHF, serves a susceptible population *or* has a large menu which requires the complex preparation including cooking, cooling & reheating of 3 or more potentially hazardous foods, you must have at least one person in charge (PIC) of the facility operations to be certified as a Food Manager (CFM).

Menu information: Complete this chart by listing each of your menu items into one of these columns dependent upon what processes are necessary in the storage, preparation and service of the food item. For example:

- If I am storing raw ribs in an onsite refrigerator until I cook them onsite and store them hot on the grill, I will put "ribs" in the 3rd column.
- If I have manufactured pre-cooked, pre-package frozen chicken wings that I am reheating in a deep fryer for a customer order, I will put "chicken wings" in the 6th column.
- If I have cooked tacos prepared from my servicing area and will be holding them hot in an approved hot holding unit until a customer purchases one, I will put "tacos" in the 7th column.

Food Source Information: Food source documentation of where food products are obtained is critical in the safety and tracking of such foods. All foods must come from a regulated food establishment and every retail food establishment is responsible for keeping proper records (receipts). Furthermore, food recalls are issued by state and federal government agencies. When this occurs, local authorities can notify associated facilities of this notice and focus outreach at the effected facilities. NOTE: Home preparation foods are NOT permitted for public service.

Sketch/layout of your operation: Draw/print a floor plan of all equipment & food preparation areas. Include restroom.

PAGE 3, PART 2: TO BE COMPLETED BY SERVICING AREA OWNER/MANAGER In order to obtain a mobile food approval, the mobile facility must operate from an approved fixed food establishment referred to as a *servicing area*. Mobile facilities must have an agreement with approved servicing area with a current health department approval. A home kitchen is NOT an approved servicing area.

Servicing area business information: Provide the *Trade Name* that identifies the servicing area, the *Sale Tax ID#* (see pg 1 of instructions for more tax information), *Owner/Corporate Name* and *Physical Address and Fax#*. Provide the last inspection date conducted by the local health department. A copy of the most current inspection report is required if the servicing area is NOT inspected by the local health department where mobile application is being made.

I provide what foods for the mobile unit: Check all boxes that pertain to the foods *your business provides* to the mobile vendor. Also indicate if the food is being prepared by the mobile vendor *at your location*.

I provide what services for the mobile unit: Include all the ways and in what capacity your facility accommodates the mobile vendor's operation by checking all boxes that apply. Is the mobile vendor preparing food at your facility? Storing food? Storing equipment? Returning to your facility to use the 3 compartment sink for wash/rinse/sanitizing food contact surfaces of equipment and utensils? Disposing of trash, wastewater or grease?

What days and times does the mobile vendor report to my facility : You have indicated in the last 2 sections how the mobile vendor will be utilizing your facility. In this section, you must indicate the days and times of the week when the vendor has access to your facility. In making these arrangements, consider when the mobile vendor can come into your facility without interrupting your retail food operations for your business. Consider the vendors food & equipment storage needs, food prep time, and cleaning/sanitizing needs both during and at the end of their proposed workday.

Certification/signature: Read this section carefully and sign that you understand your role in the mobile food operations and have provided correct information. The agreement between the mobile vendor & servicing area is part of the application approval and grants approval for specific days, times & location of food operations at the servicing area and vending locations. Both parties have the obligation to notify the health department when servicing area, vending locations, set-up, menu, staff or any other changes are made from the approved application.

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